

Our Commitment to Promoting Sustainability

At vTech, we believe that we have an obligation and we are responsible to our employees, our communities, our customers and the environment, to operate our business sustainably. For us sustainability is the way we manage and operate our business to best serve our customers, protect our environment, optimize profits and achieve long-term prosperity. It is a business method that ensures safety, efficiency and responsibility in a manner that protects our employees, communities, shareholders and the environment, now and in the future.

We encourage employees to contribute to our environmental objectives and to implement this policy we have considered and adopted below guiding principles.

Our Guiding Principles:

- To comply with, all applicable legislation, regulations and codes of practice.
- Creating healthy, collaborative and innovative work environment
- Fostering a culture of involvement in sustainability through employee education, awareness and engagement
- Driving profit responsibly
- To integrate sustainability considerations into all our business decisions.
- To minimize the impact on sustainability of all office and transportation activities.
- To consciously communicate our Sustainability Policy to our clients and stakeholders, and encourage them to adopt sound sustainable management practices.
- Continuously improve tracking of sustainability metrics throughout our operations

To Put These Principles into Practice

We have implemented following:

- Go as paperless as possible. When printing is required, use recycled paper for printing and set printers to double-sided printing as default.
- Increase recycling and reuse efforts through waste minimization, including paper, office waste, computer supplies and redundant equipment.
- Use water coolers with reusable cups rather than bottled water
- Encourage the use of communal dishware and utensils rather than disposable items
- Update mailing lists to prevent sending unnecessary letters which will save paper, postage, and printing.
- Turn off computers, power strips, monitors, etc. at night and on weekends.
- Encourage employees to use alternative methods of transportation to work i. e. carpool, use Metro and offer Smart Benefits for Metro riders.
- Use public transport to attend meetings, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.

- Allow employees flexible work schedules to reduce travel and allow working from home where possible.
- Consider videoconferencing or teleconferencing to replace unnecessary travel, where possible
- Sustainability education seminars for employees

Engage and support sustainability efforts

- Communicate regularly with clients, employees and external stakeholders on sustainability issues, goals and efforts.
- Collaborate with communities to grow sustainably, considering social, economic and environmental effects.
- Explore innovative infrastructure to support operations and minimize resource use.
- Undertake voluntary work with the local community and /or environmental organizations and make donations.
- Ensure that any associates that we employ take account of sustainability issues in their advice to clients.
- Include a copy of our Sustainability Policy in all our proposals to clients.
- Include Sustainability policy in Employee Handbook

vTech Senior Management is committed to its sustainability policy and expects its employees, clients, vendors and visitors will follow above practices to ensure we work together to achieve a better and more **sustainable** future for all.